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# Working Hours for Teaching, Administrative and Professional Services, Technical Services and Operational Services Staff

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## Statement of Practice

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Human Resources

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Published: May-2012  
Revised: Oct-2015

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# Working Hours for Teaching, Administrative and Professional Services, Technical Services and Operational Services Staff

## 1 Introduction

The University's standard contractual working hours were reviewed and harmonised, effective from 2009, across the staff categories of Teaching, APS, Technical Services and Operational Services, as part of the local implementation of the National Framework Agreement.

## 2 Working Hours

The standard working week for full-time staff is 35 hours per week over 5 days, normally Monday-Friday, 9am to 5pm, with a one hour unpaid lunch break. By arrangement the period of days may include Saturday and Sunday and hours outside 9am to 5pm. The University's Policy on Non-Standard Working Hours specifies the arrangements which apply where the working week, for operational reasons, differs from the standard working week.

Where APS, Technical Services and Operational Services staff - grades 1 -5 work on a Public or University Holiday as part of their normal working hours, they will receive payment at double the normal hourly rate plus time off in lieu at a later date equivalent to the number of hours worked.

## 3 Additional Hours

Where a Head of Department requests additional work, over and above the standard working week, to meet the particular requirements of the Department, the following arrangements apply:

### 3.1 APS, Technical Services and Operational Services staff grades 1 - 5

Monday to Saturday: Hourly Rate x 1.5

Sundays, Public and University Holidays: Hourly Rate x 2

Where time off in lieu is taken in preference to enhanced payments, the time off in lieu will be enhanced by the same multiplier.

### 3.2 Teaching, APS and Technical Services staff grades 6 and above

At all times: Equivalent time off in lieu

In exceptional circumstances, where professionally graded staff are asked to respond to urgent and unanticipated operational needs outside normal working hours, for example where health and safety issues to do with maintaining or securing the University estate during weekends or public holidays are involved, and where compensating staff with time off in lieu would compromise service delivery during normal working hours, payment for additional hours worked may be made at the normal hourly rate. In no circumstances will enhanced rates be paid and at all times the Head of Department will ensure compliance with the Working Time Regulations 1998.

Part-time staff will not qualify for enhanced rates, where applicable, until working hours have exceeded 35 hours per week, except in cases where work is undertaken, as part of normal working hours, on a Public or University holiday. This includes circumstances where the additional hours, over and above normal working hours, are worked at a weekend.

## 4 Academic and research staff

Academic and research staff categories have undefined working hours, i.e. such hours as are required to fulfil the duties of the post. Please see the relevant Conditions of Employment document.

## **5 Travelling Time**

Travel time from home to place of work is not counted as working hours. Travel as part of work duties within normal working hours would usually constitute working time. Further guidance may be sought from HR as required.